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| OPERATIONAL PROCEDURES MANUAL OF POLICIES AND PROCEDURES CAMP SUMMIT BOOT CAMP INDIANA DEPARTMENT OF CORRECTION | EFFECTIVE DATE 08/01/14 | Page 3 of 19 |
| | Operational Procedure # 03-02-110 | |

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| Title: OFFENDER VISITATION |
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visit through electronic media.

II. VISITATION AREAS:

Student visitation will be held primarily in the dining hall. All visitors will be cleared through the command post and logged onto the JDS before being allowed to visit. The visits will be "contact" visits.

Visitation Hours:

Monday-Friday 8:00 am to 6:00 pm
Saturday and Sunday 1:00 pm to 4:00 pm
State Holidays 1:00 pm to 4:00 pm

III. APPLICATION FOR VISITATION:

In order for family members and friends to visit students, they must complete an application for visitation. Camp Summit Boot Camp shall use State Form 14387 APPLICATION FOR VISITING PRIVILEGES, to provide visitors with the necessary information regarding visitation. The secretary IV shall be responsible for sending applications to family members. The Program Director shall receive these applications and process them. The Program Director shall verify the information on the application with the student's institutional packet verifying family members, probation, and parole of any family member. The Program Director shall verify that a background check has been completed. Once all information is verified by the Program Director the application shall be approved or denied for the student's visitor list.

All visitors must complete the application and mail it to Camp Summit Boot Camp the visitor wants to visit. Parents/Legal Guardians shall complete an application for minors under the age of 18 years and shall sign the application on behalf of the minor child. Faxes of the application are not acceptable. It is important that the application is completed fully and all questions are answered honestly. Failure to provide all necessary information may result in a delay in the processing of the application or a denial of visitation privileges. Falsifying an application shall result in the applicant being banned from all correctional facilities for a period of one (1) year.

Visitors shall be permitted to visit only one (1) student within the Department unless the visitor has other immediate family members incarcerated in a Department facility. Therefore, unless the visitor has other immediate family members in different facilities, the visitor shall not be allowed to visit other youths in other Department facilities. Visitors may request that they be removed